

## **ACMIS User Group Meeting Minutes**

Date: Wednesday, February 16, 2005

Time: 10:30 AM-12:00 PM

Location: 1800 F Street, NW, Room 5305

### **Attendees:**

<b>Name</b>	<b>Organization</b>	<b>Telephone</b>	<b>E-mail</b>
Sherry Booth	SRA	703-284-9491	<a href="mailto:sherry_booth@sra.com">sherry_booth@sra.com</a>
Gayle Fischetti	Interior	202-208-6705	<a href="mailto:Gayle_Fisschetti@ios.doi.gov">Gayle_Fisschetti@ios.doi.gov</a>
Anne Hudson	DOJ	202-616-3759	<a href="mailto:Anne.d.hudson@usdoj.gov">Anne.d.hudson@usdoj.gov</a>
Dian Neary	GSA	202-501-4973	<a href="mailto:Margaret.neary@gsa.gov">Margaret.neary@gsa.gov</a>
James Adams	DHS	202-401-4236	<a href="mailto:James.adams@dhs.gov">James.adams@dhs.gov</a>
Joanne Shore	FAI	703-805-2623	<a href="mailto:Joanne.shore@gsa.gov">Joanne.shore@gsa.gov</a>
Eleanor Nolan	EPA		<a href="mailto:Nolan.eleanor@epamail.epa.gov">Nolan.eleanor@epamail.epa.gov</a>

### **Review of Meeting Minutes – December 15, 2004**

- Sherry provided copies of the minutes from December 15, 2004 User Group meeting. Sherry asked Anne if Lesley Field had contacted her to discuss the comments DOJ had submitted for the 97.01 OFPP letter. Anne reported that she has had some communication with Lesley as did Gayle Fischetti of Dept of Interior.

### **Update on Agency Implementation**

- Sherry reported that meetings and support have been provided for the following agencies:
  - Telecon with NASA held on February 1, 2005
  - Meeting with Commerce and overview of the system on February 4, 2005
  - Meeting with GSA to evaluate current report functionality and discussion of enhancements that need to be implemented. Meeting was held on February 14, 2005.
  - Meeting is scheduled for February 18, 2005 with Social Security Administration. We will be providing an overview and demonstration of the system.
  - Meeting with Department of Transportation will be scheduled to discuss a conversion of the data maintained in a legacy system to ACMIS.
- The group discussed the need to meet with FAI and DAU to obtain the mapping of training equivalencies and develop a plan for handling the mapping in ACMIS. The mapping of the training courses is critical to the agencies continuing with the implementation of the system. The group discussed having agency users begin the process of updating their records in the system excluding the mandatory training requirements until the process for handling equivalencies is finalized.

Subsequent to the ACMIS User Group meeting, a meeting with representatives from FAI, the training subcommittee, GSA and OPM has been scheduled. The meeting is scheduled for Tuesday, March 8, 2005 at 1:30 PM.

### **Next Release of Enhancements**

Joanne reported that there will be an enhancement release within the next few months. A critical enhancement that is being introduced is the tracking of COTRs and PMs in ACMIS. Other enhancements that will be addressed include;

Item # and Description
<b>145 Incorrect data field not highlighted under ‘Historical Job’ category</b>
<b>208 Provide the ability to flag individuals who are COR/COTR, Program Managers and category of other</b>
<b>209 Limit deputy administrator rights to view/edit employee records based on regional office location</b>
<b>210 Provide email capability to send a notification to an Agency Administrator and employee supervisor anytime a change is made to an employee’s record</b>
<b>211 Provide a delete function to the Individual Development Plan</b>
<b>213 Creation of a new report that would compare data from the OPM file to the information entered by a user</b>
<b>169 The ‘Sign In’ function should be user friendly, by allowing a user to hit return, as well as click on ‘Sign In’</b>
<b>174 The fields at ‘Education’ and ‘Business Qualifications’ in the ‘Employee Management: Employee Summary’ is repetitive. Recommend hiding the ‘Add an Exam’ button</b>
<b>206 Show the hours on the courses summary sheet</b>
<b>207 Remove duplicate classes from the training drop down list</b>
<b>212 Modify the Individual Development Plan screen to provide a flag or indicator for the supervisors use in reviewing and accepting an</b>

<b>employees IDP</b>
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**Report Module Updates**

Joanne reported that enhancements to the ACMIS reports module will be made following the application enhancements. Enhancements will include improving the usability of the module adding new functionality, report selections and modifying the ad-hoc capabilities in the system.

**Open Forum**

Sherry Booth advised that a checklist for agency implementation was developed by and for GSA. Sherry will forward a copy of the checklist to the User Group participants for a reference guide as agencies begin the process of developing their implementation plans and schedule.

The next ACMIS User Group meeting is tentatively scheduled for March 16, 2005 at 10:30 AM.